

Requested By: Parker, Krisheena

Requested Date: Tuesday 04/24/2018 12:13 PM EDT

Announcement Number: CI-OARM-MP-2018-0001

Vacancy Resume Type: Accept USAJOBS resume builder OR USAJOBS uploaded resume types

Filtered By Location(s): None

Environmental Protection Agency
All Applicant Data Report
Announcement Number: CI-OARM-MP-2018-0001
Position Title: Personnel Security Specialist
Staging Area Number: SA-EPA-0001
Certificate Number: CI-OARM-MP-2018-0001-13-NC
Certificate Location(s): Washington DC, DC(US)

Name: STACIE E BRISCOE

SSN: [REDACTED]

MIDX: [REDACTED]

Address1: [REDACTED]

Address2:

City: [REDACTED]

State: [REDACTED]

Country: [REDACTED]

Post Code: [REDACTED]

Plus4:

Telephone 1: Evening Phone - [REDACTED]

Telephone 2: Day Phone - [REDACTED]

Email: [REDACTED]

United States Citizen: [REDACTED]

Veterans' Preference: NV

Military Service Dates (Start of Service - End of Service):

Location(s) Applied to: Washington DC, DC(US)

Announcement Number: CI-OARM-MP-2018-0001

Document Name: USJOBSResume

Name: BRISCOE, STACIE

AIDX: [REDACTED]

Telephone 1: Evening Phone - [REDACTED]

Telephone 2: Day Phone - [REDACTED]

Email: [REDACTED]

April 24, 2018

Stacie Briscoe



EXPERIENCE

*Department of the Treasury
1500 Pennsylvania Avenue NW
Washington DC, DC 20220 United States
05/2001 – Present*

Team Lead, Senior Personnel Security Specialist, 0080-13

Lead the Personnel Security staff with rendering final suitability, fitness and security clearance eligibility determinations in accordance with Executive Orders and OPM regulations including E012968, E0 13764 (formerly 10450,13467,13488), 5 CFR 731/5 CFR 732 (now part 1400), and ICD 704. Analyze, evaluate and apply adjudicative guidelines to render determination of the most complex investigations. Adjudicate complex employee and contractor background investigations, analyzing derogatory and potentially disqualifying information; ensuring appropriate investigative coverage; requesting and researching additional information when required to render sound determinations. Guide the staff with applying thorough knowledge and understanding of appropriate governing authorities; Lead and manage the process for approving individuals for access to classified information, to include Sensitive Compartmented Information. Examine information in coordination with Insider Threat and Counter-Intelligence bodies to ensure appropriate investigative leads are conducted. Review and manage all adverse determinations to ensure appropriate due process is afforded. Write various correspondences to include Letters of Interrogatory, Notice of Determinations to Deny suitability and revoke access and reinstatement letters. Develop collaborative relationships with internal and external security operations. Security

Officer liaison contact for bureaus and external agencies. Serve as administrator for the appeals process, including preparing appeal packages and communicating with Panel members, plaintiff and attorneys. Conduct second-level review of determinations rendered by junior specialists. Mentor and train junior specialists on various changes with Personnel Security regulations and processes. (i.e. investigation tiers, adjudicative guidelines, Part 1400). Review and analyze staff skill sets and training development plans. Conduct gap-analysis to ensure compliance with new National Training Standards; Implement and manage alternative training needs and lead staff with ensuring training gaps are addressed. Lead and train team on writing adjudications, determining suitability, national security and SCI eligibility. Plan, prioritize and control adjudication assignments among team and implement accountability, timeliness and best practices to meet IRPTA goals. Lead implementation of guidance from ODNI, OPM and PMO concerning personnel security processes, data reporting and change implementation to ensure compliance; Manage the collection and calculation of data metrics data including productivity and security clearance information relating to the personnel security program for high level officials to support IRPTA (Intelligence Reform and Terrorist Prevention Act) reporting to the DNI. Analyze, organize, plan and implement policies and timelines to guide agency to employ new investigative methodologies to respond to data calls for 100% compliance as defined in FIS implementation plan. Represent the Department at various stakeholders meetings to evaluate regulations to identify, analyze and assess trends governing Personnel Security. Research various policies and mandates relevant to the Security community and write 99% of reports for high level briefings. Build and promote professional relationships with customers, security officers, bureaus and officials across agencies. Lead the communication of collaboration with external agencies including White House, FBI, DOD and other various government agencies including intelligence communities. Serve as subject matter expert Security Officer for the Intelligence and Analysis office collaborating with internal and external leadership and senior and middle management on a wide variety of policies and processes. Develop internal processes relating to granting Sensitive Compartmented Information to contractors on classified contracts in accordance with Executive Order 12829 and the NISPOM. Collaborate with external cyber security contractors and other federal agencies to analyze and develop

new/updated web based databases to meet internal departmental business practices. Lead the development, writing and implementation of internal security policies and procedures for the agency wide security manual. Manage the development of instructional memorandums and Standard Operating procedures for Personnel Security including polygraph, Inspector General reporting requirements and HSPD-12 programs. Design, formulate and implement policies, standard operating procedures and guidelines to monitor Treasury clearance program in accordance with National Security. Track operations budget and present projections to high level decision makers and OPM. Manage, conduct and provide security briefings to grant security clearances. Develop, coordinate and present Personnel Security program information at the new employee orientation. Manage clearance and adjudication recording in OPM data systems through CVS. Explain complex security issues to Deputy Assistant Secretary and other high ranking officials using analytical skills and knowledge of Personnel Security policies. Lead the oversight of bureau Personnel Security operations and provided a final analysis to executive leadership. Attend various conferences and briefings representing Treasury to speak, influence and implement changes in policy change in the security community. Provide guidance to bureaus on Personnel Security policies in accordance with authority direction. System administrator for various Personnel Security applications. Ensure staff is appropriately trained in e-QIP, CVS and Position Sensitivity Designation. Plan, prioritize and control adjudications process and address performance issues that will impact office operations, timeliness and quality of adjudications. Redirect work as necessary, train staff on writing quality adjudications and following through on adjudication processes and responsibilities. Brief Branch Chief and Director of Security on high visibility issues and/or problems. Develop cost analysis and projections for investigative costs. Serve as SME on case management system transition/migration; ensuring key items required for effective case processing are implemented and key data elements for reporting are identified. Write performance goals for employees and collaborate with employee on how the work will be achieved to include providing constructive feedback, identifying training, expectations and discussing performance goals. Create, write, implement and present strategic plans for various initiatives including plan for continuous evaluation initiative, TD-40-01 File review and Financial Crimes Enforcement Network (FINCEN) Oversight close out plan.

Oversee the FINCEN Personnel Security Program to ensure consistent suitability and national security adjudication determinations.

Supervisor: [REDACTED]

Okay to contact this Supervisor:
[REDACTED]

*U. S Customs Service
Ronald Reagan Bldg
Washington DC, DC 20220
11/1997 - 05/2001
Hours per week: 40*

Personnel Security Assistant, 0086-7

Adjudicated over 240 background investigations for Public Trust and National Security and suitability positions and made recommendations based on Executive Order 12968, 10450, 5 CFR, Part 731, 5 CFR 732 and other Federal guidelines and regulations with guidance from Personnel Security Specialist. Assisted Specialists with composing letters of interrogatory, notices of proposed action, letters of intent to deny clearances and security clearance suspension letters. Managed and maintained mail logs for responses to interrogatory letters. Compiled, consolidated, organized and disseminated completed adjudication files for SCI DCID 1/14 review and determination by Treasury headquarters. Queried/conducted, reviewed and interpreted database checks such as FBI, NCIC and Credit Checks for background investigations. Verified security clearances and completed perm-certs according to established office procedures and security regulations. Initiated background investigations to OPM. Reviewed and completed documentation to respond to Freedom of Information Act requests based on the Freedom of Information Act and Privacy Act. Administrator for internal case management system. Managed and maintained security record files. Researched and reviewed suspense files for pending action by adjudicators. Administrator for a multitude of routine office internal affairs support functions and provided overall Personnel Security support to Branch Chief and Personnel Security Specialists including developing, establishing and updating

and maintaining Personnel Security admin office procedures, reviewing security forms and investigations, responding to requests and compiling and reporting data on production and interacting with customers and managing customer service requests from investigative service providers, applicants and employees. Designate position sensitivity and risk level to positions determine to ensure efficiency and integrity of the service and material adverse effect on national security.

Supervisor: [REDACTED]

Okay to contact this Supervisor: [REDACTED]

Naval Surface Warfare Center
Rt 210, Indian Head, Md 20640
10/1988 - 11/1997
Hours per week: 40

GS-0343-05 Secretary

Answered Phones regarding Security Issues and guided customer inquiries to the correct security branch. Assisted security staff with badging and fingerprinting. Issued visitor badges for visitors. Confirmed and verified identity of visitors. Verified Security Clearances and completed perm-certs for security staff. Composed memorandum and letters of a security nature for the Director including Formatting, developing and preparing correspondence, letters, memos, reports, summary packages, briefing papers and charts. Organized and managed filing system containing information of a security nature and other documentation. Receive, sort, date stamp and file incoming documentation and tracked mail and/or interpret processing according to office procedures. Record daily statistics regarding incoming mail. Provide admin support for staff and executive management. Managed staff calendar and time and attendance. Purchased supplies and managed and reconciled invoices for government credit card purchases. Managed combination numbers for safes and ensure combinations are changed in compliance with office procedures. Solved internal office administrative problems quickly and efficiently. Managed administrative and clerical functions within the office to ensure effective and efficient office operations.

Supervisor: [REDACTED]

Okay to contact this Supervisor: [REDACTED]

EDUCATION

May 2013

[REDACTED]

May 2009

[REDACTED]

Training and affiliations

[REDACTED]

Professional References – Stacie Briscoe

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Certificate Location(s): Washington DC, DC(US)

Name: MARKO J HAKAMAA
SSN: ***-**-2433
MIDX: 002559184
Address1: PO Box 781
Address2:
City: Cape Canaveral
State: Florida
Country: United States
Post Code: 32920
Plus4:
Telephone 1: Day Phone - 3218672452
Telephone 2: Mobile - 3217040962
Email: mjhakamaa@gmail.com
United States Citizen: Y
Veterans' Preference: CP
Military Service Dates (Start of Service - End of Service):
08/24/1984 - 06/09/1987
08/28/1987 - 10/31/2006
Location(s) Applied to: Washington DC, DC(US)

Resume

Marko J Hakamaa
PO Box 781
Cape Canaveral, FL 32920
Day Phone: 3218672452
Mobile: 3217040962
Email: mjhakamaa@gmail.com
Country of Citizenship: United States
Veterans' Preference: 10-point preference based on a compensable service connected disability of at least 10% but less than 30% (CP)
Highest Grade: 13

Availability: Job Type: Permanent
Detail
Work Schedule: Full-Time

Work Experience: National Aeronautics and Space Administration
06/2013 - Present
Protective Services Office
Salary: \$97,613.00 USD Per Year
Mail Code SI-P
Hours per week: 40
Series: 0080
Pay Plan: GS
Grade: 13
Supervisor: Michael Stevens ((321) 867-3795)
Okay to contact this Supervisor: Contact me first
Kennedy Space Center, FL 32899 US

Security Specialist (Personnel and Industrial Security)
Perform duties as a Senior Security Specialist in the Kennedy Space Center (KSC) Protective Services Office serving a community workforce of 12,000+. Program Manager and Subject Matter Expert (SME) for all matters pertaining to personnel security, HSPD-12/Personnel Identity Verification (PIV) issuance procedural requirements, Identity and Access Management (ICAM), industrial security, and classified information security. Collaborate and coordinate with other NASA centers, federal agencies, DoD, contractors, private businesses, and foreign, state, and local governments to identify, discuss and resolve challenges concerning access control, badging issuance processes, background

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investigations and security clearances . Provide oversight and guidance for contractor staff who provide daily operational support for personnel security (investigations) and badging ensuring compliance with contract requirements and implementation of NASA, OPM, and HSPD-12 security requirements for processing background investigations and issuance of Federal credentials. Responsible for interpretation of higher level regulations and guidance, evaluating current processes, conducting analysis, and identifying program improvements, developing local security policy documents, and implementing procedures and training requirements. Adjudicate completed background investigations and determine suitability for federal service or fitness to work on a federal contract. Process security clearance requests and provide advice to the NASA Central Adjudication Facility on clearance decisions. Consult and collaborate with Human Resources Employee Relations Office personnel regarding civil servant suitability issue cases. Draft and issue security correspondence to include but not limited to: suitability adjudicative analysis; adverse action recommendations; letters of decision; warning letters; letters of interrogatory; and various other memorandum. Perform duties as the Industrial Security Manager and am the primary point of contact between KSC, NASA Headquarters, Defense Security Service, and other entities regarding classified information and industrial security questions or issues. Initiate classified contract DD-254s and oversee the Classified Material Control Center processes and procedures. From June to October 2016 performed duties as the primary Special Security Officer during a personnel transition and currently am the alternate. Duties include managing SCIF operations and procedures, processing SCI access requests, conducting briefings and debriefings, and coordinating classified network and communications requirements. Other assigned duties include: International Visit Coordinator processing requests for foreign national visitors and collaborating with Export Control ensuring compliance with laws/policies; Identity, Credential and Access Management (ICAM) serving as primary credentialing point of contact for KSC. Additional functions include: collaboration with Counterintelligence & Counter-terrorism, NASA Office of the Inspector General, and other mission directorates as needed to provide assistance in investigations and/or resolve discrepancies or issues; consultant for Source Evaluation Boards providing subject matter expertise in reviewing and evaluating requests for proposals regarding security requirements on contracts; editor of the office site core website; oversight and content approver for the quarterly security news bulletin.

- "Distinguished" annual performance rating (highest) for last three years; employee of the month for November 2014 and September 2016
- Developed collaborative processes with new commercial space partners (SpaceX, Blue Origin and Orbital ATK) to ensure they understood and met HSPD-12 access procedures and background investigative requirements
- Earned a Group Achievement Award for role in developing and implementing requirements for the Identity Management 3.0 Project which upgraded the capabilities of the Agency's Identity and Access Management Exchange.
- Expertly performed duties as primary Special Security Officer running Sensitive Compartmented Information Facility operations and clearance processing until a new hire was brought on board

Department of the Interior
04/2011 - 05/2013
Bureau of Reclamation
Salary: \$78,771.00 USD Per Year
Denver Federal Center (6th and Kipling)
Hours per week: 40
Series: 0080
Pay Plan: GS
Grade: 12
Supervisor: Rusty Schuster (303-445-2907)
Okay to contact this Supervisor: Yes
Denver, CO 80225 US

Security Specialist (Personnel)

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Certificate Location(s): Washington DC, DC(US)

Performed duties as a Senior Personnel Security Specialist within the Security, Safety, and Law Enforcement (SSLE) Office, Bureau of Reclamation's Central Adjudication Facility. Independently initiated, processed, reviewed and adjudicated over 1,000 National Security and Public Trust background investigations and made determinations for suitability for Federal employment, fitness for performance under contract with the Federal government, or eligibility for a security clearance. Prepared official security correspondence to include, but not limited to: statement of reasons, letters of interrogatory, case summaries, eligibility notifications, and recommendations for adverse action. Processed requests through the Department of the Interior for Sensitive Compartmented Information access requests. Managed workflow to ensure timely processing of cases and ensured compliance with government performance and accountability requirements. Issued Secret and Top Secret security clearance certificates. Conducted initial and refresher security briefing and debriefing for those granted national security clearances. Developed Reclamation-wide policy and procedures regarding investigation level and processing requirements, position designations, and due-process procedures. Researched case law and conducted analysis on regulatory changes and updates and the effects on the agency mission and resources. Subject matter expert in providing authoritative interpretations and guidance to management officials and other security specialists at the same and lower levels regarding HSPD-12 requirements for contractors access to Critical National Infrastructure (CNI) facilities. Collaborated with Contracting Officer Technical Representatives (COTR) and provided technical advice regarding security requirements and procedures. Resolved issues involving current conflicting plans, policies and procedures regarding security requirements. Evaluated regional personnel security programs, provided training as needed and initiated remedial or corrective action as appropriate. Collaborated with and advised Human Resources Employee Relations personnel on due-process procedures for adverse suitability or security determinations. Accessed and utilized on a daily basis various security database systems to conduct pre-screening, verify investigations and clearances, initiate and process investigations, and track status of reinvestigations. Served as liaison with the Office of Personnel Management's (OPM) Federal Investigations Processing Center (FIPC) and regional personnel office staff concerning requests for investigation of applicants, employees and contractors. Performed duties of Personnel Security Officer in absence. Additional duties included developing security awareness and educational training materials and information.

- "Superior" performance rating on annual evaluations
- Key contributor for a recent OPM Program Review of the Personnel Security Program in which we were rated as meeting or exceeding the standards in all evaluated areas
- Initiated new internal policies and procedures to streamline adjudicative timeliness; improved collaboration with employee relations on adverse actions and provided quality overall customer service
- Analyzed and adjudicated complex national security and suitability background investigations and provided professional expertise and advice to higher and lower level staff regarding courses of action
- Assisted in the development and updating of security standard operating procedures and policy/directives

National Aeronautics and Space Administration
08/2009 - 04/2011
Jet Propulsion Laboratory NASA Management Office
Salary: \$76,644.00 USD Per Year
4800 Oak Grove Dr
Hours per week: 40
Series: 0080
Pay Plan: GS
Grade: 12
Supervisor: Dr. Eugene Trinh (818-354-5359)
Okay to contact this Supervisor: Yes
Pasadena, CA 91109 US

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Security Specialist (Personnel)

Performed duties as a Security Specialist in the NASA Management Office (NMO), Jet Propulsion Laboratory (JPL). Developed, planned, organized, implemented and provided oversight of the personnel, information, and operational security programs for a NASA Federal Research and Development facility with over 6,000 government and contract employees. Oversaw all aspects of implementation and compliance with NASA Security Program regulations, HSPD-12, and other Federal security requirements. Was responsible for safeguarding of Classified National Security Information (CNSI) and Sensitive But Unclassified Information (SBU) utilized by the NMO and oversight of JPL's Contractor Special Security Office, ensuring compliance with applicable regulations, guidelines, and regulations. Performed the additional role as NASA Adjudicator for Office of Personnel Management security and suitability investigations and conducted follow up inquiries as needed. Reviewed and approved background investigation requests by the contractor through the Electronic Questionnaire for Investigations Processing (e-QIP) system. Accessed and utilized various security database systems to include the Identity Management Exchange (IdMAX), Clearance Verification System (CVS), and other NASA/JPL internal security programs. Performed as Personal Identity Verification (PIV) Card Authorizer and International Traffic in Arms (ITAR) Reviewer for foreign personnel access requests. Assisted the NMO Chief of Security in providing oversight for the Contracting Officer's Technical Representative (COTR) for JPL Security Support Service Contract in the planning and implementation of physical protective methods and security procedures that included the use of state of the art security equipment and devices to protect facilities, equipment, projects and personnel. Investigated and resolved security incidents and breaches involving the Special Compartmented Information Facility (SCIF) operated by the contractor for special projects. Participated in emergency operations planning groups and contributed advice and expertise to the NMO Continuity of Operations Plan to be implemented in the event of a natural or man-made disaster. Additional duties included assisting the NMO Chief of Security and Counterintelligence in investigating industrial espionage and/or counterintelligence threats.

- "Distinguished" annual performance rating (highest rating)
- Adjudicated over 800 background investigations for suitability and created and set up a local NASA investigative records repository for over 3000 investigations
- Conducted an assessment of the contractor's personnel and physical security operations and procedures, identified deficiencies and implemented reforms to ensure compliance with federal regulatory guidance
- Researched and provided NASA and Department of Justice legal representatives with regulatory and procedural information used in the U.S. Supreme Court Case "NASA vs Nelson" regarding the background investigation process for contractors at JPL which resulted in a favorable decision for NASA

CACI International, Inc
10/2008 - 08/2009
Corporate Headquarters
Salary: \$30.00 USD Per Hour
Duty Location: Indiana
Hours per week: 40
Supervisor: Angela Haugh (301-335-4142)
Okay to contact this Supervisor: Yes
Chantilly, VA 20151 US

Background Investigator

Conducted Federal background investigations contracted to CACI by the U.S. Office of Personnel Management for the purpose of determining employment suitability of persons who require access to sensitive or classified U.S. Government information. Investigations included face to face interviews with subjects and various sources to verify and solicit corroborating or additional information relevant to the investigation, records checks of law enforcement agencies, courts, financial institutions, medical and educational facilities, and the compilation of all information into clear and concise reports that

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were transmitted via secure networks to reviewers for adjudication.

- Dependability, multi-tasking prowess, written communication and interview skills, and prioritizing abilities resulted in being CACI's go-to investigator for all special priority cases in the State of Indiana for providing complete and accurate investigation reports

United States Army NATO
01/2005 - 10/2006
Joint Command Lisbon
Salary: \$95,000.00 USD Per Year
Lisbon, PO
Hours per week: 50
Supervisor: LTC Jeffrey King (253-968-9328)
Okay to contact this Supervisor: Yes

Head of Security Administration

Directly supervised a four person multi-national security administration section that was responsible for the oversight for a 30+ person international military police platoon and other security forces providing support for general access control, identification and security badges, vehicle registration, key control, security alarm and camera monitoring and response, security clearance management, and classified area access control programming. As the Document Control Officer for the Security Division, maintained classified documents register and accountability for "NATO Secret" and above level documents. Investigated and supervised investigations into traffic accidents, misconduct, equal opportunity complaints, criminal conduct, health and welfare inspections, and safety violations. As the Senior Non-Commissioned Officer liaison for the U.S. Army Element and the higher headquarters located in Naples, Italy, initiated and conducted personnel morale surveys, counseled soldiers and implemented positive changes to working environments. Performed security inspections, risk analysis, and vulnerability assessments, prepared security inspection reports, and conducted briefings to higher level staff. Represented the Security Division on various working groups to ensure law enforcement and security standards were interpreted correctly and ensured compliance with security directives, policies, and procedures including, but not limited to; NATO, Host Nation, Joint U.S. Forces and DoD. Developed local Standard Operating Procedures for military police. Liaised with host nation authorities in planning and coordinating security for VIPs, special events, and intelligence information pertaining to terrorist activity in the local area. Researched, solicited, and supervised installation of security system upgrades and services.

- Conducted an internal assessment of security procedures upon assumption of duties and implemented immediate changes and recommended draft policy to higher staff—directly assisted the command in passing a higher headquarters security certification
- Developed and implemented an International Military Police Standard Operating Procedure Manual that improved the skill proficiency level of police and security personnel
- Initiated and implemented a standardized integration counseling program used as a guide for all U.S. Forces enlisted personnel
- Awarded the Meritorious Service Medal for superior performance

United States Army Southern European Task Force
09/2002 - 01/2005
Caserma Ederle
Salary: \$72,000.00 USD Per Year
Vicenza, AG IT
Hours per week: 55
Supervisor: LTC Shawn Driscoll (000-000-0000)
Okay to contact this Supervisor: Yes

Police Operations Manager
Noncommissioned Officer In-Charge for U.S. Army Military Police Operations, Southern

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European Task Force based in Vicenza, Italy. Was responsible for the supervision, training, counseling, physical fitness, and career progression of 20+ noncommissioned officers assigned to geographically-dispersed police operations centers to include: 24-hour Dispatch Center, Mobile Patrols, Investigations, Physical Security, and K-9 operations. Developed plans, operations orders, and standard operating procedures for exercises, special events, and law enforcement/security personnel. Operated database systems to include Personnel Information System (PIS) and Communications Operational Planning System (COPS). Developed, implemented and monitored programs addressing physical security, safety awareness, force protection and security training. Acted as liaison with multiple local command and host nation agencies to plan, develop, and implement action plans and standard operating procedures for military and local law enforcement and emergency response personnel that were evaluated annually during antiterrorism, force protection and emergency response exercises. Trained personnel on antiterrorism and force protection measures. Assisted in the management of the Provost Marshal Office multi-million dollar budget. Supervised the conduct of security inspections, risk analysis, and vulnerability assessments, prepared security inspection reports, and conducted briefings to higher level staff. Liaised and collaborated with Italian Carabinieri to ensure U.S. compliance with Italian laws. Ensured compliance with North Atlantic Treaty Organization (NATO), Department of Defense (DoD), Department of the Army (DA), US Army Europe (USAREUR), Status of Forces Agreement (SOFA), and local area command security directives.

- Commended by the Installation Commander for planning, coordinating, implementing and supervising enhanced security and access control for the annual 4th of July Carnival attended by U.S. and foreign national VIPs and several thousand other attendees
- Initiated and implemented a bicycle police patrol in military housing areas; reduced vandalism and theft by 30% and cut per incident response time by 10 minutes while fostering positive community relations
- Personally ensured Military Working Dog teams were trained to standards and prepared for certification; resulted in 100% pass rate; successfully deployed two teams to support multi-national operations in the Balkans
- Awarded the Meritorious Service Medal for superior performance

United States Military Academy
07/2001 - 09/2002
Military Police Company
Salary: \$60,000.00 USD Per Year
West Point, NY 10996 US
Hours per week: 60
Supervisor: Maj. Brian Locke (000-000-0000)
Okay to contact this Supervisor: Yes

Police Personnel Manager

Was responsible for the supervision, training, welfare, physical fitness, counseling, and career progression of 30+ military police soldiers providing law enforcement and security support to the United States Military Academy. Assisted in planning, coordinating, and supervising enhanced security and traffic control requirements with U.S. Secret Service for Presidential visit during the West Point graduation ceremony involving over 20,000 attendees. Coordinated and supervised the use of 100+ Army Reserve augmentees and other personnel providing traffic control and security for Army football games attended by over 20,000 people. Trained personnel on a variety of subjects including law enforcement, weapons qualification, operations security, and basic combat skills. Investigated and supervised investigations into misconduct, equal opportunity complaints, criminal conduct, health and welfare inspections, and safety violations. Performed duties as Military Police Duty Officer, Platoon Sergeant, Platoon Leader, Operations Sergeant and First Sergeant.

- Motivated and led law enforcement and force protection personnel performing duties during the transformation from an open to a closed post after the events of 9/11 while working with limited resources and personnel for an extended period of time at ThreatCon Level Charlie

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- Personally mentored and prepared two subordinates to win the United States Military Academy Soldier and Noncommissioned Officer of the Year award
- Awarded the Meritorious Service Medal for superior performance

Education: Long Island University
West Point, NY US
Some College Coursework Completed - 06/2002
12 Semester hours
Major: Master of Arts in Counseling/Education
GPA: 3.8

Excelsior College
Albany, NY US
Bachelor's Degree - 06/2001
122 Semester hours
Major: Liberal Arts
Minor: Social Science/History
GPA: 3.7

Lake Worth High School
Lake Worth, FL US
High School or equivalent - 06/1984

Job Related Training: Leadership and Management Related Courses:

Writing and Communication Skills for Security Professionals, Defense Security Service, Center for Development of Security Excellence Education Division, 16 week graduate level course, 2014
Leadership Through Influence, NASA, 2014
Mid-Level Security Professionals Seminar, Office of the Director of National Intelligence, 2013
Federal Employee Relations, Graduate School USA, 2012
The Business of Writing, Department of the Interior University, 2012
Leadership Seminar Series: Performance Management, Bureau of Reclamation, 2011
Leadership and Management Skills for Non-Managers, Department of the Interior University, 2011
Leadership Seminar Series: Understanding Performance, Conduct, and Probationary Periods, Bureau of Reclamation, 2011
Senior Leadership Course, North Atlantic Treaty Organization (NATO), 2004
Company Commander/First Sergeant Course, United States Army, 2004
Advanced Leadership and Management School, United States Army, 1997
Basic Leadership and Management School, United States Army, 1994
Primary Leadership Development School, United States Army, 1988
Security Related Courses:
Declassification Authority Training Course, NASA, 2016
Historical Records Restricted Data Reviewer Course, Department of Energy, 2015
Special Security Officer Course, Office of the Director of National Intelligence, 2015
Intelligence Community Directive (ICD) 705 Physical Security: Lifecycle of a SCIF, Office of the Director of National Intelligence, 2015
Introduction to DOD HSPD-12 CAC Credentialing Course, Defense Security Service Academy 2014
Introduction to Suitability Adjudication for DOD, Defense Security Service Academy, 2013
Intelligence Community Directive (ICD) 704 Adjudications Course, Office of the Director of National Intelligence, 2012
Risk Management for DOD Security Programs, Defense Security Service Academy 2012
Sensitive Compartmented Information (SCI) Refresher, Defense Security Service Academy, 2012

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Security Policies, Principles, and Programs, Defense Security Service Academy, 2012
Joint Personnel Adjudication System/Joint Adjudication Management System (JPAS/JAMS)
Training for Security Professionals, Defense Security Service Academy, 2012
Introduction to National Security Adjudications, Defense Security Service Academy, 2011
Advanced Personnel Security and Suitability Adjudications, Ken Sudol and Associates, 2010
Getting Started Seminar for New Facility Security Officers, Defense Security Service Academy, 2010
Facility Security Officer Role in the NISP, Defense Security Service Academy, 2010
Introduction to DoD Personnel Security Adjudications, Defense Security Service Academy, 2010
Special Access Program (SAP) Overview, Defense Security Service Academy, 2010
DOD Foreign Disclosure Orientation, Defense Security Service Academy, 2010
Transmission and Transportation for DoD, Defense Security Service Academy, 2010
Physical Security Measures, Defense Security Service Academy, 2010
Personnel Security and Suitability Adjudication, Ken Sudol and Associates, 2009
Law Enforcement, Intelligence, and Investigations Related Courses:
National Insider Threat Task Force Insider Threat Hub Operations Course, Office of the Director of National Intelligence, 2017
Terrorism Liaison Officer (TLO) Basic, Joint Regional Intelligence Center (Los Angeles), 2011
Integrating CI and Threat Awareness, Defense Security Service Academy, 2010
National Crime Information Center System Certification, Department of Justice, 2010
Background Investigator Course, CACI, 2008 (U.S. Office of Personnel Management approved)
Anti-terrorism Officer Course, United States Army, 2003
Basic Combat Training and Military Police School, United States Army, 1984

Languages: Finnish

Spoken: Intermediate

Written: Novice

Read: Intermediate

Affiliations: National Soccer Coaches Association of America
Member

Association of the United States Army
Member

Sergeant Audie Murphy Club
Inducted Member

Professional Publications: Security Clearance article contributor and blog moderator on ClearanceJobsblog.com, a job site for cleared security professionals. I also independently select the news content, write articles, edit and approve for publishing a quarterly security bulletin for the Kennedy Space Center community.

References: John O'Malley
National Aeronautics and Space Administration
Counterintelligence & Security Specialist
Phone Number: 818-354-7828
Email Address: john.omalley@nasa.gov
Reference Type: Professional

Roger Langevin
National Aeronautics and Space Administration
Chief of Security

Environmental Protection Agency
All Applicant Data Report
Announcement Number: CI-OARM-MP-2018-0001
Position Title: Personnel Security Specialist
Staging Area Number: SA-EPA-0001
Certificate Number: CI-OARM-MP-2018-0001-13-NC
Certificate Location(s): Washington DC, DC(US)

Phone Number: 321-867-3441
Email Address: roger.g.langevin@nasa.gov
Reference Type: Professional

Lynnette Wiggins
Chenega Infinity, LLC
Personnel Security Manager
Phone Number: 321-867-1724
Email Address: lynnette.m.wiggins@nasa.gov
Reference Type: Professional

Additional Information: - Active Top Secret security clearance with SCI access and "Q" level DOE access

- Possess a current valid State driver's license
- Honorable Discharge (retired), United States Army
- Possess excellent leadership and organizational skills; exemplify superior analytical, problem-solving, communication, and decision-making skills
- Expertise in security clearances and background investigations combined with excellent written communications skills resulted in being recruited as a freelance writer and moderator for a security clearance job/news website
- Have familiarity with and am comfortable working in international and joint assignments; previous tours of duty not shown in work experience section include: IFOR/SFOR in Bosnia (1997-98), NATO HQ in Brussels, Belgium (1992-95), Iraq (1990-91) and U.S. Army Europe in Germany (1987-92)
- Volunteered to coach and train soccer teams at various levels to include high school, competitive youth club, and military adult teams; certified trainer with a National Diploma coaching license

Environmental Protection Agency
All Applicant Data Report
Announcement Number: CI-OARM-MP-2018-0001
Position Title: Personnel Security Specialist
Staging Area Number: SA-EPA-0001
Certificate Number: CI-OARM-MP-2018-0001-13-NC
Certificate Location(s): Washington DC, DC(US)

Name: NIKKI RAWLS

SSN: [REDACTED]

MIDX: [REDACTED]

Address1: [REDACTED]

Address2:

City: [REDACTED]

State: [REDACTED]

Country: [REDACTED]

Post Code: [REDACTED]

Plus4:

Telephone 1: Day Phone - [REDACTED]

Email: [REDACTED]

United States Citizen: [REDACTED]

Veterans' Preference:

Military Service Dates (Start of Service - End of Service):

Location(s) Applied to: Washington DC, DC(US)

Announcement Number: CI-OARM-MP-2018-0001

Document Name: USJOBSResume

Name: RAWLS, NIKKI

AIDX: [REDACTED]

Telephone 1: [REDACTED]

Email: [REDACTED]

April 24, 2018

Nikki N. Rawls

Objective: Striving to ensure the safety of personnel, facilities, and workspaces by using a vast breadth of personnel security and law enforcement experience coupled with counterintelligence knowledge to cultivate a secured work environment.

Professional Experience

*Department of Treasury
Treasury Inspector General for Tax Administration (TIGTA)
Personnel Security Specialist
Washington, DC
Grade: GS-0080-13
Supervisor: [REDACTED]
12/2011-present
[REDACTED]*

- Successfully served in a detailed assignment as TIGTA's Security Officer for 120 days. During the detail assignment I supervised a diverse team of Security Professionals while continuing to oversee TIGTA's Personnel Security Program;
- Successfully served in detail assignment as Team Lead Senior Personnel Security Specialist for 120 days. Lead team to ensure deadlines were met in a timely manner and assisted Security Officer with prioritizing assignments for staff;
- Subject matter and technical expert with initiating, managing and monitoring background investigations using the Office of Personnel Management's (OPM) Electronic Questionnaire for Investigations Processing (e-Qip);
- Vast experience in reviewing SF-86 (Questionnaire for National Security Positions), OF-306 (Declaration of Federal Employment);
- In depth knowledge in verifying background investigation status using Personnel Investigations Processing System (PIPS)/Central Verification System (CVS);
- Senior level experience with reviewing and adjudicating reports of investigations under Federal Government Suitability and National Security Guidelines; White House Executive Orders 12968, 13526

and 5 CFR 731 and 732. Refer to OPM's characterization guidelines as taught in OPM's certification course; Essentials of Suitability Adjudication (ESAP);

- Senior level experience in reviewing justifications to determine if TIGTA personnel can be granted Interim and Final National Security Clearances under Federal National Security Adjudication guidelines and in accordance with Executive Order 13256. If necessary, passed National Security Clearances and background information to external Federal Agencies;
- Experienced with making recommendations for suspension, revocation or denial of National Security Clearance, when warranted;
- Manage monthly updates of National Security Clearance status within OPM's Central Verification System (CVS);
- Maintain and developed working relationships with other external Federal agencies to build working relationships and stay abreast with evolving Personnel Security and National Security federal regulations, policies and security guidelines;
- Experienced with responding in writing with Letters of Interrogatories (LOI) and Letters of Advisement (LOA) regarding Personnel Security related issues to employees;
- Experienced with conducting interviews of employees, contractors, and/or applicants either in person or telephonic to gain clarification on derogatory information being submitted;
- Experienced in determining suitability fitness for Federal contractors prior to commencement of contracting services with the agency;
- Experienced on reviewing Statement of Work(SOW)/Performance Work Statement (PWS) to determine sensitivity designation of contract;
- Skilled with performing Industrial Security Screening process;
- Facilitated training courses for TIGTA's Personnel Security team on the use of the National Finance Center's (NFC) Security Entry Tracking System (SETs);
- Perform Homeland Security Presidential Directive-12 (HSPD-12) identity proofing;
- Experienced and technical expert with HSPD-12 Adjudicator and Security Role (not simultaneously) within USAccess. Work with Agency HSPD-12 Sponsor to perform these roles;

- Expert in conducting National Crime Information Center (NCIC) queries via the TECs portal;
- Technical experience as the Security Control Officer (SCO) for TECs;
- Trained several TIGTA employees on TIGTA's Personnel Security policies and procedures;
- Reviewed and determine Position Sensitivity Designation on TIGTA Position Descriptions based on the OPM's Position Designation Tool;
- Reviewed all agency's Position Description to determine if positions were over classified and if so, made appropriate designation determination;
- Provide guidance to senior level management on Personnel Security related concerns having a high level of complexity and sensitivity in nature;
- Assisted TIGTA's Personnel Security management with reviewing and writing the agency's Personnel Security Policy;
- Assisted with creating and writing TIGTA's Personnel Security Standard Operating Procedures;
- Ensure TIGTA's Personnel Security Program maintained compliance with Security Directives along with Security Executive Agent;
- Maintained TIGTA's Personnel Security program annual Fiscal Year budget and expenditures;
- Participate in intra-agency and inter-agency Treasury Wide Security meetings. Member of Treasury Oversight Assessment Review Board;
- Meet with intra-agency and inter-agency personnel to provide assistance with resolving Personnel Security related issues;
- Provide exemplary customer service to internal and external stakeholders;
- Manage access to Main Treasury Complex of TIGTA Bureau Personnel;
- As TIGTA's Passport Coordinator I manage and oversee the Passport program. Completed U.S. State Department's Passport Training Course and designated by the U.S. State Department as one of TIGTA's Passport Acceptance Agents;

*Department of Treasury
Treasury Inspector General for Tax Administration (TIGTA)
Investigative Analyst
Washington, DC
Grade: GS-1801-13*

Acting Supervisor: [REDACTED]

05/2009-12/2011

- Provided a high level of analytical research skills to produce sound background information on persons that are of interest to Internal Revenue Service (IRS), Treasury Inspector General for Tax Administration (TIGTA) and employees of the IRS.;
- Experienced with compiling and providing analytical information to TIGTA Criminal Investigators to assist with case support of TIGTA investigations;
- Maintained a thorough knowledge of anti-government and anti-taxation groups that espouse violence or criminal activities to achieve their goals;
- I am proficient in a variety of law enforcement databases that are use to obtain background information of persons of interest;
- Manage and maintain direct and imminent threats against IRS facilities and/or personnel and report statistical data to TIGTA management;
- Assisted the Emergency Coordinator for Continuing Operation Procedures (COOP) for TIGTA and instrumental in the execution of these procedures in the event TIGTA had to implement their COOP Plan.

District of Columbia Pretrial Services Agency

Pretrial Services Officer

Washington, DC

Grade: GS-0101-12

Supervisor: [REDACTED]

05/2009

01/2002-

- Interviewed, gathered and verified biographical and other background information on persons charged with violations within the District of Columbia;
- Researched relevant law enforcement automated systems to investigate a person's criminal history and/or pretrial or probation status;
- Evaluated individuals for possible substance abuse, mental health condition or other circumstances that may affect their decision of release;
- Prepare recommendations on eligibility for community supervision programs;
- Attend and testify at show cause hearings, arraignments and related proceedings;

- Coordinate defendant's placements into social services programs;
- Monitored defendant's that are dually diagnosed to ensure they receive appropriate treatment through community based programs;
- Review and supervise defendants with monitoring release conditions;
- Utilize automated systems to maintain pretrial data and information.
- Perform collateral duty as an Equal Employment Opportunity (EEO) officer.

United States Secret Service
01/1996- 01/2002
Naval Observatory Branch and White House Branch

Uniformed Division Officer
Washington, D.C.
Grade: LE-0083-01
Supervisor: [REDACTED]

- Monitored alarms, radio communications, and conducted National Criminal Information Center (NCIC)/Washington Area Law Enforcement System (WALES) checks;
- Tracked and monitored radio communications with Park Police, Metropolitan Police Department, and United States Secret Service;
- Received, analyzed and disseminated highly sensitive intelligence and information on individuals wanted in connection with criminal activities and outstanding warrants;
- Notified appropriate personnel of bomb threats, protective movements, and demonstrations;
- I processed time and attendance for the corresponding branch;
- Organized and typed routine incident and accident reports, and prepared the Watch Commander's Journal for the tour of duty;
- Provided protection for the President and Vice President of the United States, Foreign Dignitaries and Heads of State;
- Patrolled and conduct surveillance surrounding the inner and outer perimeter of the White House;
- Experienced in apprehending and interviewing individuals behaving in a life-threatening manner, or who demonstrate abusive behavior while seeking

- admission to secured areas and making threatening statements against the protectees;
- Experienced in arresting individuals without warrant and taking into custody any persons committing an offense against the United States;
 - Enforced federal and local laws relating to the protection of human life, including the preservation of the rights of individuals;
 - Traveled extensively, for protective details, both abroad and domestic;
 - Proficient in the use of various firearms.

Education:

[REDACTED]

Training/Certification:

[REDACTED]

SPECIAL SKILLS:

Certified:

[REDACTED]

SPECIAL PROJECTS AND WORK GROUPS

[REDACTED]

[REDACTED]

Awards and Recognition

[REDACTED]

Environmental Protection Agency
All Applicant Data Report
Announcement Number: CI-OARM-MP-2018-0001
Position Title: Personnel Security Specialist
Staging Area Number: SA-EPA-0001
Certificate Number: CI-OARM-MP-2018-0001-13-NC
Certificate Location(s): Washington DC, DC(US)

Name: JESSENIA VELASQUEZ

SSN: [REDACTED]

MIDX: [REDACTED]

Address1: [REDACTED]

Address2:

City: [REDACTED]

State: [REDACTED]

Country: [REDACTED]

Post Code: [REDACTED]

Plus4:

Telephone 1: Mobile - [REDACTED]

Email: [REDACTED]

[REDACTED]

Veterans' Preference:

Military Service Dates (Start of Service - End of Service):

Location(s) Applied to: Washington DC, DC(US)

Announcement Number: CI-OARM-MP-2018-0001

Document Name: USJOBSResume

Name: VELASQUEZ, JESSENIA

AIDX: [REDACTED]

Telephone 1: Mobile - [REDACTED]

Email: [REDACTED]

April 24, 2018

JESSENIA VELASQUEZ, PMP



EXPERIENCE

07/2014
Present

SECURITY SPECIALIST

GS-0080-13 / 40 Hours

FEDERAL RETIREMENT THRIFT INVESTMENT BOARD (FRTIB), Office of Resource Management, Washington, DC

Sup: [REDACTED]

Subject matter expert for personnel security. Serves as an advisor in complex suitability determinations, and leads security education program. Possess strong initiative and expertise at resolving issues with efficiency and innovation. Consistent top performer with excellent annual ratings.

Co-manage Personnel Security Program. Extensive experience determining risk level and security investigation requirements of Public Trust positions. Highly proficient in use of OPM-owned systems – i.e e-QIP, PIPS and e-Delivery. Work closely with staff and managers to address questions or concerns at any point of the background investigation process. Key contributor to the development and implementation of personnel security policy, procedures, and agency-wide mandates. Serve as a personnel security liaison to other federal government agencies to maintain an efficient security program.

Determine suitability for employment using sound judgment to analyze investigations' outcomes and alternatives. Adjudicate cases with various degrees of complexity. Follow guidance from Office of Personnel Management (OPM) when taking actions for adverse suitability determinations, while considering, and clearly explaining, employees' rights. Extensive experience writing letters of inquiry, advisement, and proposed action.

Represent and brief senior officials on sensitive personnel security matters. Conduct research and evaluate options to assist leadership with the decision-making process to determine impact on organizational mission. Effectively communicate issues at hand and provide advice on potential solutions.

Strong communicator. Prepare and deliver presentations to address diverse security challenges and propose new solutions in a simple yet effective manner. Wide range of experience developing and conducting training and briefings. Described as a "dynamic" and "outstanding" presenter by colleagues and managers. Designed and led the FRTIB's Security Awareness Campaign.

Extensive experience in project management. Utilizes project management methods and technique to improve processes.

Certified Contracting Officer Technical Representative overseeing multiple government contracts, developing statements of work, and serving on technical evaluation teams. Experience in contracts providing staff support, security services, and software solutions.



EDUCATION

2016

2002

CERTIFICATIONS

PROJECT MANAGEMENT

PROFESSIONAL

Project Management Institute

CONTRACTING OFFICER

REPRESENTATIVE, Level II

Federal Acquisition Institute



SKILLS

ADDITIONAL INFORMATION



EXPERIENCE – Continued

Security Specialist

GS-0080-12 / 40 Hours

HEADQUARTERS, DEPARTMENT OF THE ARMY
(HQDA), Fort Belvoir, VA

Sup: [REDACTED]

Developed or supported several security disciplines to include Physical Security, Personnel Security, Operations Security, and Sensitive Compartmentalized Information/Special Access Program (SCI/SAP). Excelled at this position with great program management skills, and exceptional ability to multi-task and to meet tight deadlines.

Served as a Special Security Officer responsible for access rosters, management of visitors, and maintaining facility in accordance with applicable regulations for safe processing of highly classified information.

Implemented the Operations Security (OPSEC) program for HQDA, leading 34 principal organizations with a total of 14,000 employees. Provided training, conducted site visits, and streamlined processes to ensure program's effectiveness.

Served as a Physical Security Inspector. Conducted staff assisted visits and inspections. Developed templates, desk side manuals and training material to create uniformity and increase compliance on multiple security programs.

Played a pivotal role for mission-essential offices during the Base Realignment and Closure (BRAC) initiative, and led the transition of ownership of a SCI facility.

Customs and Border Protection Officer

GS-1895-11 / 40 Hours

DEPARTMENT OF HOMELAND SECURITY,
CUSTOMS AND BORDER PROTECTION (CBP) San Juan, PR

Sup: [REDACTED]

Performed the duties of Custom Border Protection (CBP) Officer, including full range of inspections, intelligence analysis and special operations. Worked in a high-pressure environment, providing excellent intelligence and counter-terrorism related products.

Conducted intelligence gathering and trend analysis that resulted in multiple arrests, seizure of controlled substances and undeclared currency for up to \$1,000,000.

Created intelligence reports to officers in specialized areas like Counter Terrorism Response Team (CTR-T), Anti-Terrorism and Contraband Enforcement Team (AT-CET) and Roving Teams.

Provided leadership with detailed reports about current trends in an effort to create special operations to counter threats.

AWARDS

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

03/ 2007
07/ 2014

10/ 2003
3/2007

JOB RELATED TRAINING

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
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